

Approved July 12, 2000

Vacancy Announcement 00-313 TD/cs

VACANCY ANNOUNCEMENT

POSITION: Investigative Assistant (Office Automation), GS-1802-06/07
(If filled at the GS-06, position has potential to the GS-07.)

LOCATION: Bureau of Alcohol, Tobacco and Firearms (ATF)
Deputy Assistant Director Field Operations (West)
Los Angeles Field Division
Santa Ana I Field Office
Santa Ana, California

OPENING DATE: July 13, 2000

CLOSING DATE: August 11, 2000

AREA OF CONSIDERATION: ALL SOURCES

Please note on application if applying under VRA or other special hiring authority.

SALARY: \$26,859 per year is the salary for new appointees at GS-06
GS-06: \$26,859 to \$34,917 per year is the pay range for GS-06
\$29,848 per year is the salary for new appointees at GS-07
GS-07: \$29,848 to \$38,798 per year is the pay range for GS-07

DUTIES: Performs a variety of technical and administrative functions to support criminal investigations and prepare and coordinate case reports including obtaining and reviewing data and investigative reports, extracting relevant data and material, and preparing synopses, profiles and portions of reports. Reviews reports, memoranda and other documents for consistency, accuracy and completeness. Drafts portions of reports on routine matters. Types notes, reports, and transcripts, reconciling minor inconsistencies, obtaining missing material, and alerting agents of significant matters. Receives and routes calls and inquiries, exercising discretion and judgment. Reviews classified reports and data, extracts pertinent material, and prepares synopses and written and graphic reports using the Treasury Enforcement Communications System (TECS), a variety of data bases, and word processing equipment. Obtains data from utility companies and state and local agencies, cross referencing, validating, and establishing data bases for investigations, and preparing portions of reports. Provides secretarial and administrative support (e.g., typing and assembling reports, travel, suspense dates, calendars, filing, typing, financial/budget records). Maintains automated and manual records and office financial accounts and prepares reports. Serves as timekeeper.

QUALIFICATIONS: Applicants must have at least one year specialized experience equivalent to the GS-06 level to qualify for the GS-06, and at least one year specialized experience equivalent to the GS-06 level to qualify for the GS-07. Specialized experience must have been providing the full range of administrative, clerical and technical support described above, must have included reviewing automated and paper records, extracting relevant material, and drafting reports or preparing summaries; and must have required use of a variety of office automation software (e.g., word processing, database searches, electronic mail). Applicants must type at least 40 words per minute. College education is not qualifying for this position. Applicants must meet the qualification requirements, including time-in-grade, within 30 days of the closing date of this announcement.

EVALUATION METHODS: Status applicants will be evaluated on **relevant** experience, college education, training, awards, current performance appraisal, and the Supplemental Experience Statement addressing the Ranking Factors. Non-Status applicants will be evaluated on relevant experience and the Supplemental Experience Statement addressing the Ranking Factors.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence for each factor including clear and concise examples of work, responsibility, accomplishments, and where and when you acquired the knowledge, skill or ability.

1. Knowledge of investigative procedures and intelligence gathering and analysis to obtain and validate information and data, and prepare reports

2. Knowledge of office management and work flow to organize and coordinate the administrative and clerical processes (e.g., correspondence, work load/flow, deadlines, travel, timekeeping, files) in an office;
3. Skill using personal computers, word processing (e.g., Word), and spreadsheet (e.g., Excel) applications; and electronic mail for correspondence, interoffice communications, and reports;
4. Ability to complete assignments requiring a high level of discretion and judgment

CONDITIONS OF EMPLOYMENT

- ☐ A pre-employment drug test is required.
- ☐ Entrance on duty is contingent upon completion of a pre-employment security investigation. Selectee must be able to obtain and hold a Secret clearance.
- ☐ Applicants must be U.S. citizens.
- ☐ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Applicants who do not work for the Alcohol, Tobacco and Firearms Bureau will not be reimbursed for travel and relocation expenses.
- ☐ ATF provides reasonable accommodations to applicants with disabilities. If any applicant needs a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- ☐ ATF applicants who are moved at government expense must sign and conform to a Continued Service Agreement agreeing to remain in the Federal Service at this post of duty for at least 24 months after the reporting to the official duty station.
- ☐ Subject to one-year probationary period if selectee does not have Federal service fulfilling this requirement.

GENERAL INFORMATION

- ☐ Applications will not be returned.
- ☐ Applications must be received at the address specified by the closing date of this announcement, except applications from individuals meeting the severely handicapped authority may be accepted up to the issuance of a certificate. Proof of eligibility for a "handicap authority appointment" must be provided with the application. The postmarked date will be considered for persons applying as non-status applicants.
- ☐ Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
- ☐ Competitive examining authority has been delegated to ATF by the U. S. Office of Personnel Management (OPM). Non-status applications will be forwarded to the ATF Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
- ☐ Privacy Act Notice (P.L. 93-579): The information requested is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
- ☐ ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below

HOW TO APPLY

Candidates must submit a written application (e.g., resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment). The OF-612 may be obtained from OPM's website <http://www.opm.gov/forms/html/of.htm>. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade(s) for which applying, and vacancy announcement number of the vacancy for which you wish to be considered
2. Full name, Social Security Number, mailing address, and day and evening phone numbers
3. Country of citizenship and veterans preference
4. Highest Federal civilian grade held on a permanent basis, dates you held that position, and whether eligible for reinstatement to the competitive Federal service (attach copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility)
5. For experience (paid and non-paid) most relevant to this position, include name of employer, start and end dates of employment, job title, grade (if applicable), salary and dates earned, supervisor's name and phone number, average number of hours worked per week, and a description of duties and responsibilities.
6. Name and location of high school attended and date of diploma or GED
7. Name and location of colleges/universities attended; dates attended; degrees awarded; major and minor fields of study including semester/quarter hours earned; GPA; transcripts may be required to verify education; foreign

education must be certified by a recognized accrediting institution before applying for Federal positions

8. Relevant training: course titles, dates, and number of hours and institutions
9. Job related awards, honors, licenses and special qualifications such as language, computer skills, typing speed. Include a description of the award, etc. and the month and year received.
10. A statement whether or not we may contact your supervisor

B. Additional information/completed forms should be submitted:

1. Written response to the Supplemental Experience Statement
2. DD-214, if claiming 5 point preference (For non-status consideration only)
3. Both DD 214 and SF-15, if claiming 10 point preference (For non-status consideration only)
4. Applicant Response Form (attached to the announcement)
5. Performance appraisal dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only)
6. Current/former Federal employees - Copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility reflecting competitive status
7. Applicants with disability or veterans eligible for non-competitive appointment are to provide appropriate documentation.
8. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
9. Self-certification for typing proficiency of at least 40 wpm

CTAP/ICTAP: Federal employees seeking Career Transition Assistance Program (CTAP) and Interagency Career Transition Assistance Program (ICTAP) consideration must submit proof they meet the requirements. This includes a copy of their specific RIF or separation notice, or agency certification they cannot be placed after injury compensation has been terminated, or an OPM notification that disability annuity has been terminated; and documentation from their agency reflecting the promotion potential of the current position. CTAP and ICTAP eligibles must be rated well qualified for the position to be given selection priority. To be well qualified, applicants must meet or exceed the mid-level range of the crediting plan.

SEND COMPLETE APPLICATION(S) TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management, Personnel Division
Merit Promotion Branch, Room 4170
Attn: VA# 00-313 TD/cs
Washington, DC 20226

(202) 927-8610 main number
(202) 927-7964 TDDY

You may also use web-site www.usajobs.opm.gov to find out about other job opportunities.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY, OR ANY OTHER NON-MERIT REASONS.

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement # 00- 313 TD/cs

Position Title, Series and Grade: Investigative Assistant (Office Automation), GS-1802-07, Portland, Oregon

Name and Address *(applicants, please complete)*

The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best qualified list.

___ You were found to be ineligible/not qualified as indicated below:

- | | |
|---|--|
| <input type="checkbox"/> Lack general experience
<input type="checkbox"/> Lack specialized experience
<input type="checkbox"/> Outside area of consideration
<input type="checkbox"/> Recruitment under this announcement has been cancelled.
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Lack required time in grade
<input type="checkbox"/> Lack education requirements
<input type="checkbox"/> Application received too late for consideration |
|---|--|

Teresa A. Dunnington
 Personnel Management Specialist

 Date

The application you submitted for Vacancy Announcement 00-2 TD/cs, Investigative Assistant (Office Automation), GS-1802-07 in Portland, Oregon has been received in the Bureau of Alcohol, Tobacco & Firearms; Office of Personnel. Applicants will be notified by the Personnel Division upon completion of the selection process.

Name and Address *(applicants, please complete)*